



Date: January 7, 2009

To: City Manager for Council Action

From: Acting Director of Human Resources

Subject: Approval of Revised Job Description for Battalion Chief

EXECUTIVE SUMMARY:

The Fire Department is requesting to update the job specification for Battalion Chief, specifically in the area of Education and Experience required for the position. We propose that the job specification require a Bachelor's Degree from an accredited college without a specific degree, such as Public Administration or Political Science. We have noticed an increase in the number of qualified employees in the Fire Department who have achieved a Bachelor's Degree in a wide variety of majors. It has been our experience that candidates who complete a Bachelor program in other subjects have completed general coursework which provides the foundation required to be an effective manager in our organization.

In addition, we propose that the job specification require qualifications relating to experience within the Fire Department. It is valuable for applicants to have experience serving in the position of Assistant Training Officer prior to serving as a Battalion Chief. Experience serving in a variety of divisions in the Fire department, such as Suppression, Training, EMS and Fire Prevention, is also highly desirable.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

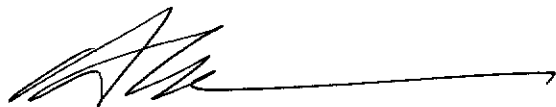
Approval of the job specification modifications for Battalion Chief will allow for an increased qualified applicant pool for this position. There are no disadvantages.

ECONOMIC/FISCAL IMPACT:

There is no economic or fiscal impact to the City, other than administrative staff time and expense.


RECOMMENDATION:

That the Council approve the revised job description for Battalion Chief.



Alan Christenson
Acting Director of Human Resources

APPROVED:



Jennifer Sparacino
City Manager

CITY OF SANTA CLARA, CALIFORNIA
BATTALION CHIEF
(036)

EDUCATION AND EXPERIENCE

- Either graduation from college with a Bachelor's Degree plus twelve (12) years firefighting experience in the Santa Clara Fire Department which must include five (5) years officer's experience, two (2) years of which must be either as a Fire Captain and/or Assistant Training Officer;
- Or**
- Graduation from high school or its equivalent and thirty (30) semester units of fire science/technology or a Certificate in Fire Science/Technology, thirty (30) additional semester college units in general education, plus fourteen (14) years of experience in the Santa Clara Fire Department which must include five (5) years officer's experience, two (2) of which must be either as a Fire Captain and/or Assistant Training Officer.

DESIRABLE QUALIFICATIONS

- Experience serving in the position of Assistant Training Officer;
- Experience working in a variety of divisions in the Fire Department, such as Suppression, Training, Emergency Medical Services (EMS), and Fire Prevention.

LICENSE

Possession of an appropriate, valid California driver's license is required.

SPECIAL REQUIREMENTS

Incumbents of this classification are required to live within a 30-mile distance, as measured in a straight line from the City limits.

DISTINGUISHING CHARACTERISTICS

This is a professional managerial position in the unclassified service responsible for a division within the Fire Department. As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values. An incumbent in this classification exercises independent judgment and discretion; manages and directs employees; formulates administrative policies for the effective use of assigned personnel; supports the direction established by the Fire Chief and City Manager as well as policies established by the City Council for the delivery of public safety service to the citizens.

TYPICAL TASKS

Suppression Division: As an officer in charge of an assigned emergency operations division,

- Coordinates, assigns and directs the work and activities of fire suppression personnel;

BATTALION CHIEF (continued)

- Supervises the effective operation, utilization and maintenance of fire and rescue apparatus and equipment;
- Responds to emergencies to coordinate and direct the activities of personnel and equipment;
- Transmits and carries out City and Fire Department orders and policies;
- Represents line captains to administration and administration to line captains;
- Inspects personnel and equipment;
- Prepares and gives performance evaluations on subordinates supervised;
- Advises counterparts of activities within the division, noting special instructions and unusual conditions;
- Prepares, submits, and administers the annual budget for the suppression division;
- Works with other members of the Fire Department staff in developing plans, policies and procedures concerning all areas of Fire Department activity;
- May participate in the evaluation of applicants for employment;
- Attends and participates in professional conferences;
- Supervises pre-fire planning programs;
- Prepares staff work including administrative assignments;
- May, on occasion, act as Deputy Fire Chief; and
- Performs related work as required.

Training Division:

- Plans, organizes, directs, coordinates and evaluates in-service training programs of the Fire Department (including the Volunteer Fire Department);
- Researches, develops and standardizes methods used and equipment employed in emergency services;
- Observes emergency services procedures utilized by suppression personnel in order to evaluate methods employed and to establish training needs;
- Coordinates the development of fire safety and fire fighting training programs for industrial, mercantile and hospital staff within the City;
- Supervises the instruction and evaluation of probationary personnel;
- Participates in pre-fire planning programs;
- Schedules and coordinates special training conducted for Fire Department personnel by other agencies;
- Schedules and coordinates special training for other agencies and groups by Fire Department personnel;
- Prepares and gives performance evaluations on subordinates supervised;
- Supervises the development and updating of training reference material;
- May participate in the evaluation of applicants for employment;
- Attends and participates in professional conferences;
- Keeps records pertaining to training activities; prepares, submits, and administers the annual budget for the training division;
- Works with other members of the Fire Department staff in developing plans, policies and procedures concerning all areas of Fire Department activity;
- Prepares staff work including administrative assignments;
- Supervises the City of Santa Clara Disaster Preparedness Program;
- May, on occasion, act as Deputy Fire Chief; and

BATTALION CHIEF (continued)

- Performs related work as required.

Emergency Medical Services (EMS) Division:

- Plans, organizes, directs, coordinates and evaluates the delivery of emergency medical services by the Santa Clara Fire Department, including, but not limited to, Advanced Life Support Paramedic Transport, Advanced Life Support Paramedic Engine Companies, and Emergency Medical Technician (Defibrillator);
- Arranges and administers all training and continuing education for emergency medical service delivery;
- Works closely with other fire departments and emergency medical service delivery agencies, including County and State emergency medical service agencies;
- Acquires and maintains working knowledge of County, State and Federal laws, regulations and protocols dealing with the delivery of pre-hospital emergency medical services;
- Administers the Emergency Medical Services Division;
- Prepares, submits and administers the EMS Division Operating and Capital Outlay budgets;
- Participates in developing specifications for ordering, and placing in service medical apparatus and equipment;
- Supervises the effective operation, utilization, and maintenance of medical apparatus and equipment;
- Responds to emergencies to coordinate and direct the activities of personnel and equipment;
- Prepares and gives performance evaluations on subordinates supervised;
- Attends and participates in professional conferences;
- Represents the City and the Fire Department at various meetings and conferences;
- Prepares staff work including administrative assignments;
- May, on occasion, act as Deputy Fire Chief; and
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of:

- Principles, practices and techniques of modern firefighting, emergency services and the saving of lives and property from fire and other causes;
- The laws, ordinances and regulations which govern the Fire Department;
- Training practices and techniques; the operation and maintenance of various types of fire apparatus and equipment;
- Fire hazards within the City; fire tactics and strategy.

Working knowledge of:

- Hazardous materials, fire alarm systems, principles of hydraulics and chemistry as applied to fire fighting;
- Emergency medical delivery services including County, State, and Federal laws, regulations and protocols;
- City geography; water system apparatus maintenance and the California Vehicle Code; and
- Modern principles of Fire Department organization and management.

BATTALION CHIEF (continued)

Ability to:

- Lead and direct the operation of personnel and equipment under both routine and emergency conditions;
- Maintain discipline and high morale;
- Work tactfully and effectively with City officials, state and local authorities, and the general public;
- Direct, schedule, evaluate, and train subordinates;
- Prepare and administer budgets;
- Prepare and present clear and concise reports.
- Deal fairly, objectively and impartially with others;
- Use good judgment; and
- Demonstrate a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities.

SUPERVISION RECEIVED

Reports to the Deputy Fire Chief and/or Fire Chief.

SUPERVISION EXERCISED

Suppression Division: Fire Captains and other personnel as assigned.

Training Division: Assistant Training Officers and other personnel as assigned.

EMS Division: Fire Department Paramedics and other personnel as assigned.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.